

2. Work Style & Schedules

2.1 Core Hours

We work flexibly, but we ask everyone to be available between **10 AM–4 PM EST**, Monday through Friday. The rest is yours — early bird, night owl, or nap enthusiast — just get your work done and keep your team in the loop.

2.2 Remote Work

We're remote-first, office-optional. You can work from anywhere with strong WiFi and acceptable background noise (looking at you, leaf blowers).

2.3 PTO (Paid Time Off)

- **Unlimited PTO:** Yes, seriously. But communicate with your team and don't ghost us.
 - Minimum expected: 15 days/year.
 - Encouraged PTO usage during your birthday week. 🎉
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3. Holidays & Company Days

We observe 10+ paid holidays including:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Break (December 24 – January 1)

We also have **Recharge Fridays** once a quarter: mandatory company-wide days off to sleep in, go outside, or do nothing.

4. Benefits & Perks

- 🖥️ New MacBook + \$500 home office stipend
- 🧠 Free mental health support (via BetterHelp or similar)
- 🚑 Health, dental, vision coverage
- 📈 401(k) with 4% company match
- 🐾 Pet insurance because we care about your fur babies too

- 📖 \$1,000 annual learning stipend (books, courses, magic classes)
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5. Conduct & Communication

5.1 The Basics

- Be kind.
- Give and take feedback with respect.
- Ask questions.
- Use Slack responsibly. (We see your #random posts at 2 AM.)

5.2 Harassment & Discrimination

We do not tolerate discrimination, harassment, or bullying in any form. If you experience or witness inappropriate behavior, please report it. We take every concern seriously and will act quickly, confidentially, and fairly.

6. Performance & Feedback

- **1:1s Weekly** with your manager
 - **Quarterly growth check-ins:** Think of these like performance reviews, but without the soul-crushing anxiety
 - Promotions based on impact, initiative, and alignment with our values — not just time served
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7. Security & Tech Use

- Use 2FA on all systems
 - No sharing of company credentials (we know you love your roommate, but still)
 - Lock your screen if you step away
 - Don't download shady stuff. Yes, that includes “free” productivity plugins from questionable sources.
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8. Leaving Company

People grow. If it's time for you to move on, give us at least **2 weeks' notice**. We'll conduct an exit interview and make sure everything's offboarded smoothly. No drama, just gratitude.

9. Final Notes

Company Co. is a work in progress. That means this policy is too. We review and revise it regularly — and we welcome your input.